

DDA Registry

21 June 1977

File *Accounting*

MEMORANDUM FOR: Comptroller

FROM : John F. Blake
Deputy Director for Administration

SUBJECT : Alternate Method to Identify Possible
Agency Surplus Funds

1. (U) At the Comptroller's meeting this morning the method of using selected sub-object class (SOC) information to identify potential savings was discussed. I would like to present an alternate method for consideration.
2. (U) This proposed method would relate directly to the manner in which the budget is formulated, i.e., "Resource Package" and would take into account all SOC's (except 11, 12, and 13) included in the package, rather than selected ones for the entire Directorate.
3. (U) Proposed Method: At any given point in time, examine the non-personal services obligations for the Resource Packages. One could arbitrarily select those with operating amounts above a certain threshold or take all of them. Those with a percentage obligated under norm for the period would require an explanation of not only the why, but what general use would be made of the remaining funds in the operating column for the balance of the Fiscal Year.
4. (U) Management would then be required to make a judgment decision as to whether this explanation on use of the remaining funds would be a higher priority than some other Agency/Directorate unfunded requirement.

/s/ John F. Blake

John F. Blake

DDA/BS [redacted] daq (21 June 77)
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- Orig. - Addressee
- 1 - JFB Chrono
- 2 - DDA/BS
- 1 - DDA Subject

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OTR 77-7360

9 MAY 1977

MEMORANDUM FOR: Deputy Director for Administration

FROM : Harry E. Fitzwater
Director of Training

SUBJECT : OTR Unfunded Items for FY 77 and FY 78

1. This memorandum requests the release of funds for unfunded items in FY 77 and FY 78. The items include procurement and installation of a color television production system in the Headquarters Auditorium, and initiation of a project aimed at collecting 35 mm stockfootage motion pictures of the Headquarters Building and grounds.

2. The stockfootage project will require \$5,100 in FY 77 and \$18,600 in FY 78. The project has the Director's approval and is designed to meet the needs of commercial film companies who, from time to time, request motion picture coverage of the Headquarters Building. A breakdown of estimated costs for the project is attached at Tab A.

3. The color television system for the Auditorium will require between \$85,000 and \$100,000. These funds are requested for use in FY 77 in order to satisfactorily meet the growing demand for improved video communication in the Agency. Attached, at Tab B, is a listing of equipment requirements needed to complete installation of the system. These requirements were recently sent to three commercial vendors for bid proposals.

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Attachments:

- 1 - Tab A, Cost Estimate
- 2 - Tab B, Work Statement

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Next 7 Page(s) In Document Exempt

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